

DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
WASHINGTON, D.C. 20370-5000

IN REPLY REFER TO

BUPERSINST 12720.2
Pers-00E
04 APR 1994

BUPERS INSTRUCTION 12720.2

From: Chief of Naval Personnel

Subj: EMPLOYMENT OF PERSONS WITH DISABILITIES AND DISABLED
VETERANS

Ref: (a) Equal Employment Opportunity Commission Management
Directive 712 of 29 Mar 83
(b) Equal Employment Opportunity Commission Management
Directive 713 of 6 Oct 87
(c) Rehabilitation Act of 1973 (P.L. 93-112)
(d) Vietnam Era Veterans' Readjustment Assistance Act of
1974 (P.L. 93-508)

Encl: (1) BUPERS Affirmative Employment Program Plan for
Hiring, Placement, and Advancement of Persons with
Disabilities and Disabled Veterans

1. Purpose. To issue the Bureau of Naval Personnel policy statement
and the revised Affirmative Action Program Plan (AAPP) for Persons
with Disabilities and Disabled Veterans.

2. Cancellation. NAVMILPERSCOMINST 12720.2.

3. Discussion

a. We have an ongoing commitment to hire, place, and advance
qualified persons with disabilities and disabled veterans. Per
references (a) and (b), activities with 1001 or more civilian
employees are required to develop full-scope affirmative action plans
for persons with disabilities. Activities with 1000 or fewer
employees are required to address minimum program requirements through
an official directive to ensure that a policy of nondiscrimination and
affirmative action will be observed when filing vacancies.

b. Enclosure (1) addresses laws, regulations, and policy
guidance to promote employment of persons with disabilities per
references (c) and (d) and is to be used as a tool to fulfill our
goals. The AAPP is not all-inclusive. It identifies areas of
responsibility and specific actions that supervisors and managers can
take to establish meaningful equal employment opportunity objectives.
The plan can also serve as an internal working document by which
innovative strategies can be developed to reach more persons with
disabilities.

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4. Action

a. The AAPP is to be given wide dissemination throughout the Command.

b. Addressees will ensure that appropriate action is taken by supervisors and managers to maintain our posture as an equal employment opportunity employer and that reasonable accommodations are provided for persons with disabilities whenever possible.

Distribution:

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BUREAU OF NAVAL PERSONNEL

AFFIRMATIVE ACTION PROGRAM PLAN
FOR HIRING, PLACEMENT, AND ADVANCEMENT OF
PERSONS WITH DISABILITIES AND DISABLED VETERANS

04Apr94

DATE

2-23-94

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04 APR 1994

DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
WASHINGTON, D.C. 20370-5000

IN REPLY REFER TO
11 FEB 1992

From: Chief of Naval Personnel
To: Distribution List

Subj: HUMAN GOALS AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

1. An exemplary command policy statement was recently promulgated throughout headquarters and field activities. It warrants repeating. The policy is not fashionable rhetoric; it speaks to convictions and visions we hold for our people.

2. Most people aspire to a better life and will work diligently to achieve personal goals. A clear policy of equal employment opportunities affords our employees the opportunity to reach their goals unencumbered by irrelevant considerations of race, color, religion, sex, age, national origin, or nondisqualifying handicapping conditions.

3. Two decades of commitment have placed us in a position of excellence in recruiting and hiring women, handicapped personnel and other minorities. Many of these employees expect to succeed and they will. We must ensure they are fully supported, particularly in areas where their skills have been underutilized.

4. Bright men and women seek jobs that instill pride and self-worth. They want challenging positions and the opportunity to develop as leaders. We must give serious attention to those who aspire to responsible jobs and senior level positions; high achievers should be recognized and rewarded. Equally important, those who have yet to make significant gains must be encouraged and provided developmental opportunities to reach their highest level of competence.

5. No group will be isolated or neglected. Handicapped individuals, including veterans who are 30 percent or more disabled, remain a high priority. Their demand for equality in the work force is long overdue and I am proud that we have continued to exceed hiring goals for this pool of talent. We are increasing their numbers in every discipline and, as more disabled employees join us, we must be sure that we are sensitive to their needs, with or without specific job accommodations.

6. Dedicated men and women at our command, military and civilian, work toward a common goal in support of our mission. Each individual has distinctive characteristics and each is different in some respect. However, the bottom line is that every person has the right to expect that their differences will not interfere with equality of treatment,

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fairness, mutual respect, and the right to pursue the unquestioned right of equal opportunity.

7. I expect everyone, military and civilian, to support the principles of this policy. Our command is distinguished because leaders show that they care--let's keep it that way!

R.J. ZLATOPER

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INTRODUCTION

The Rehabilitation Act of 1973 (P.L. 93-112), as amended by P.L. 93-516, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (P.L. 93-508), as amended by (38 U.S.C. 2014), strengthened the Federal Government's program to employ persons with disabilities and disabled veterans. Agencies are required to develop and implement affirmative action program plans and submit annual reports concerning the success of their efforts.

From 1974 to 1978, agencies submitted their plans to the Civil Service Commission (now Office of Personnel Management (OPM)). In turn, the Commission submitted annual reports to Congress regarding the practices, achievements, and effectiveness of agency Affirmative Action Program Plans (AAPP).

In February 1978, the President issued Reorganization Plan No. 1 to consolidate equal employment opportunity enforcement functions covering minorities, women, persons with disabilities, and disabled veterans. Responsibility for enforcement functions was transferred from the Civil Service Commission to the Equal Employment Opportunity Commission (EEOC), effective 1 January 1979.

In October 1980, Congress amended the law and assigned OPM responsibility for planning, implementing, and overseeing affirmative action planning for disabled veterans. OPM and EEOC shared responsibility for the program during FY 82. In FY 83, OPM assumed full responsibility for all aspects of the disabled veterans plan and issued specific requirements to govern disabled veterans, especially those veterans who have disabilities of 30 percent or more. Thus affirmative action compliance requirements are regulated by two agencies (EEOC and OPM).

The Secretary of the Navy directed that Navy activities develop a single AAPP with separable parts for persons with disabilities and for disabled veterans. These parts may statistically and substantively overlap in actions to overcome architectural, transportation, advancement, and employment barriers to persons with physical or mental disabling conditions. The end result however, is to have an internal working document that addresses specific actions to facilitate employment of disabled persons.

DEFINITIONS

1. A **DISABLED PERSON** is defined as an individual who (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.
2. **PHYSICAL OR MENTAL IMPAIRMENTS** may be physiological disorders or conditions, cosmetic disfigurements, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; respiratory (including speech organs); skin; and endocrine. Also covered are mental or physiological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
3. **SUBSTANTIALLY LIMITS.** Unable to perform a major life activity that the average person in the general population can perform; or significantly restricted as to the condition, manner or duration under which an individual can perform a particular major life activity as compared to the condition, manner or duration under which the average person in the general population can perform that same major life activity.
4. **MAJOR LIFE ACTIVITIES** are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
5. **HAS A RECORD OF SUCH AN IMPAIRMENT** means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.
6. **IS REGARDED AS HAVING SUCH AN IMPAIRMENT** means to have a physical or mental impairment that does not substantially limit major life activities but is treated by a covered entity as constituting such limitation, to have a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment, or to have none of the impairments defined, but is treated by a covered entity as having a substantially limiting impairment.
7. **A QUALIFIED PERSON WITH DISABILITIES** means an individual with a disability who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such

individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

8. **A DISABLED VETERAN** is (1) a veteran who is entitled to compensation under laws administered by the Department of Veterans Affairs, or (2) a person who was discharged or released from active duty because of a service-connected disability.

9. **REASONABLE ACCOMMODATION** is usually a very basic, logical adjustment to a position or the work environment that permits a disabled person to perform a job. Actions such as making facilities accessible to and useable by persons with disabilities, job restructuring, part-time or modified work schedules reassignment to a vacant position, acquisition or modification of equipment or devices, adjustment or modification of examinations, training material or policies and provision of qualified readers or interpreters and other similar accommodations for persons with disabilities. Federal agencies are required to make reasonable accommodations unless the agency can demonstrate that accommodation would impose an undue hardship on the operation of its program. In determining what constitutes an undue hardship, an agency may consider the size and type of its operations and the nature and the cost of the accommodation.

10. **TARGETED DISABILITIES** are a group of physical and mental impairments that are given special emphasis in affirmative action programs for persons with disabilities. The Equal Employment Opportunity Commission targets the following disabilities: deafness (16-17); blindness (23 and 25); missing extremities (28 and 32-38); partial paralysis (64-68); complete paralysis (71-78); convulsive disorders (82); mental retardation (90); mental illness (91); and distortion of limbs and/or spine (92). Numbers are codes from Standard Form 256, Self-identification of Reportable Handicap.

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SELF-IDENTIFICATION OF HANDICAP*(See instructions and Privacy Act Information on reverse)*

Last Name, First Name, Middle Initial	Birth Date (Mo./Yr.)
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Social Security Number	ENTER CODE HERE	→	
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DEFINITION OF A HANDICAP: A person is handicapped if he or she has a physical or mental impairment which substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment. Those handicaps that are to be reported are listed below (codes in bold numbers 13 through 94). In the case of multiple impairments, choose the code which describes the impairment that would result in the most substantial limitation.

TO THE EMPLOYEE: Self-identification of handicap status is essential for effective data collection and analysis. The information you provide will be used for statistical purposes only and will not in any way affect you individually. While self-identification is voluntary, your cooperation in providing accurate information is critical.

01 I do not wish to identify my handicap status. *(Please read the employee note above and the reverse side of this form before using this code.)* (Note: Your personnel officer may use this code if, in his or her judgment, you used an incorrect code.)

05 I do not have a handicap.

06 I have a handicap but it is not listed below.

SPEECH IMPAIRMENTS

13 Severe speech malfunction or inability to speak; hearing is normal *(Examples: defects of articulation [unclear language sounds]; stuttering; aphasia [impaired language function]; laryngectomy [removal of the "voice box"])*

HEARING IMPAIRMENTS

15 Hard of hearing *(Total deafness in one ear or inability to hear ordinary conversation, correctable with a hearing aid)*

16 Total deafness in both ears, with understandable speech

17 Total deafness in both ears, and unable to speak clearly

VISION IMPAIRMENTS

22 Ability to read ordinary size print with glasses, but with loss of peripheral (side) vision *(Restriction of the visual field to the extent that mobility is affected--"Tunnel vision")*

- 23 Inability to read ordinary size print, not correctable by glasses
(*Can read oversized print or use assisting devices such as glass
or projection modifier*)
 - 24 Blind in one eye
 - 25 Blind in both eyes (*No usable vision, but may have some light
perception*)
-

MISSING EXTREMITIES

- 27 One hand
 - 28 One arm
 - 29 One foot
 - 32 One leg
 - 33 Both hands or arms
 - 34 Both feet or legs
 - 35 One hand or arm and one foot or leg
 - 36 One hand or arm *and* both feet or legs
 - 37 Both hands or arms and one foot or leg
 - 38 Both hands or arms *and* both feet or legs
-

NONPARALYTIC ORTHOPEDIC IMPAIRMENTS

(*Because of chronic pain, stiffness, or weakness in bones or joints,
there is some loss of ability to move or use a part or parts of the
body.*)

- 44 One or both hands
- 45 One or both feet
- 46 One or both arms
- 57 Any combination of two or more parts of the body
- 47 One or both legs
- 48 Hip or pelvis
- 49 Back

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PARTIAL PARALYSIS

(Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)

- 61 One hand
- 62 One arm, any part
- 63 One leg, any part
- 64 Both hands
- 65 Both legs, any part
- 66 Both arms, any part
- 67 One side of body, including one arm and one leg
- 68 Three or more major parts of the body (*arms and legs*)

COMPLETE PARALYSIS

(Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is a complete loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)

- 70 One hand
- 71 Both hands
- 72 One arm
- 73 Both arms
- 74 One leg
- 75 Both legs
- 76 Lower half of body, including legs
- 77 One side of body, including one arm and one leg
- 78 Three or more major parts of the body (*arms and legs*)

OTHER IMPAIRMENTS

- 80 Heart disease with no restriction or limitation of activity
(History of heart problems with complete recovery)
- 81 Heart disease with restriction or limitation of activity
- 82 Convulsive disorder (*e.g., epilepsy*)
- 83 Blood diseases (*e.g., sickle cell anemia, leukemia, hemophilia*)
- 84 Diabetes
- 86 Pulmonary or respiratory disorders (*e.g., tuberculosis, emphysema, asthma*)
- 87 Kidney dysfunctioning (*e.g., if dialysis [Use of an artificial kidney machine] is required*)
- 88 Cancer--a history of cancer with complete recovery

- 89 Cancer--undergoing surgical and/or medical treatment
- 90 Mental retardation (*A chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a State Vocational Rehabilitation agency under section 213.3102(t) of Schedule A*)
- 91 Mental or emotional illness (*A history of treatment for mental or emotional problems*)
- 92 Severe distortion of limbs and/or spine (*e.g., dwarfism, kyphosis [severe distortion of back]*)
- 93 Disfigurement of face, hands, or feet (*e.g., distortion of features on skin, such as those caused by burns, gunshot injuries, and birth defects [gross facial birthmarks, club feet, etc.]*)
- 94 Learning disability (*A disorder in one or more of the processes involved in understanding, perceiving, or using language or concepts [spoken or written]; e.g., dyslexia*)

256 104 7540-0:028-2548 Previous edition unusable

Standard Form 256 (Rev. 8/87)
U.S. Office of Personnel Management
FPM Supplement 296-1

The Rehabilitation Act of 1973 (P.L. 93-112) requires each agency in the Executive branch of the Federal Government to establish definite programs that will facilitate the hiring, placement, and advancement of handicapped individuals. The best means of determining agency progress in this respect is through the production of reports at certain intervals showing such things as the number of handicapped employees hired, promoted, trained, or reassigned over a given time period; the percentage of handicapped employees in the work force and in various ?? and occupations; etc. Such reports bring to the attention of agency top management, the Office of Personnel Management (OPM), and the Congress deficiencies within specific agencies or the Federal Government as a whole in the hiring, placement, and advancement of handicapped individuals and, therefore, are the essential first step in improving these conditions and consequently meeting the requirements of the Rehabilitation Act.

The handicap data collected on employees will be used only in the production of reports such as those previously mentioned and not for any purpose that will affect them individually. The only exception to this rule is that the records may be used for selective placement purposes and selecting special populations for mailing of voluntary personnel research surveys. In addition, every precaution will be taken to ensure that the information provided by each employee is kept in the strictest confidence and is known only to the one or two individuals in the agency Personnel Office who obtain and record the information for entry into the agency's and OPM's personnel systems. You should also be aware that participation in the handicap reporting system is entirely voluntary, **with the exception of employees appointed under Schedule A, section 213.3102(t) (Mental Retardation); Schedule A, section 213.3102(u) (Severely Physically Handicapped); and Schedule B, section 213.3202(k) (Mentally Restored).** These employees will be requested to identify their handicap status and if they decline to do so, their correct handicap code will be obtained from medical documentation used to support their appointment. No other employees will be required to identify their handicap status if they feel for any reason it is not in their best interest to have this information officially recorded outside of medical records. We request only that anyone not wishing to have this information entered in the agency's and OPM's personnel systems indicate this to their Personnel Office, rather than intentionally miscoding themselves, since false responses will seriously damage the statistical value of the reporting system.

[In those instances where the employee is or was hired under Schedule A, section 213.3102(t) (Mental Retardation), the Personnel Director or his/her designee (a Vocational Rehabilitation Counselor may also be helpful) will assist the individual in completing this form and ensure that the employee fully understands the meaning of the form and the options available to him/her, as noted above.]

Employees will be given every opportunity to ensure that the handicap code carried in their agency's and OPM's personnel systems is accurate

and is kept current. They may exercise this opportunity by asking their Personnel Officer to see a printout of the code and definition from their record, by notifying Personnel any time their handicap status changes, and by initiating action in either of these cases to have the necessary changes made to their records. The code carried on employees in their agency's system will be identical to that carried in OPM's system, and any change to the agency records will result in the same change being made to OPM's records.

Your cooperation and assistance in establishing and maintaining an accurate and up-to-date handicap report system is sincerely appreciated.

PRIVACY ACT STATEMENT

Collection of the requested information is authorized by the Rehabilitation Act of 1973 (P.L. 93-112). The information you furnish will be used for the purpose of producing statistical reports to show agency progress in hiring, placement, and advancement of handicapped individuals and to locate individuals for voluntary participation in surveys. The reports will be used to inform agency top management, the Office of Personnel Management (OPM), the Congress, and the public of the status of programs for employment of the handicapped. All such reports will be in the form of aggregate totals and will not identify you in any way as an individual.

Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397, which requires agencies to use the SSN as the means for identifying individuals in personnel information systems. Your SSN will only be used to ensure that your correct handicap code is recorded along with the other employee information that your agency and OPM maintain on you. Furnishing your SSN or any other of the requested data for this collection effort is voluntary and failure to do so will have no effect on you. It should be noted, however, that where individuals decline to furnish their SSN, the SSN will be obtained from other records in order to ensure accurate and complete data.

Employees appointed under Schedule A, section 213.3102(t) (Mental Retardation), Schedule A, section 213.3102(u) (Severely Physically Handicapped), or Schedule B, section 213.3202(k) (Mentally Restored) are requested to furnish an accurate handicap code, but failure to do so will have no effect on them. Where employees hired under one of these appointments fail to disclose their handicap, however, the appropriate code will be determined from the employee's existing records or medical documentation submitted to justify the appointment.

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TYPES OF APPOINTMENT

1. Temporary Trial Appointment

a. Physically disabled and mentally restored persons may be employed under temporary trial appointment for 700 hours or less without regard to Office of Personnel Management (OPM) registers. Appointments may be made at grades GS-1 through GS-15 and positions covered by the Federal Wage System.

b. Eligibility is determined either by certification from the Department of Veterans Affairs (VA) or a state rehabilitation agency stating that the applicant can perform the duties of the position OR by applying OPM's minimum qualification standards. A 700 hour appointment under these conditions is not subject to the usual restriction on temporary limited appointments during the summer months. It is not necessary to set up a temporary position as long as the appointment does not exceed 700 hours during a consecutive 12 month period.

c. No commitment for permanent employment is made; however, the temporary limited appointment is usually long enough for the severely disabled person to establish his/her job readiness. Once he/she has demonstrated ability to perform the position, he/she may be converted to an excepted or competitive appointment.

2. Excepted Appointment. Appointments for persons with disabilities are "excepted" from the competitive system. The individual's abilities are considered in regard to the tasks of a specific job, not an entire class of positions. He/she is not in competition with applicants who have established eligibility for the position in question. Further, he/she is not in competition for similar jobs in the same occupational series.

SCHEDULE A
Section 213.3102 (t)

Mentally Retarded Persons

- Written agreement with Office of Personnel Management (OPM) required.*
- Applicant must be certified to a specific position by a state vocational rehabilitation (VR) counselor.
- Counselor must be notified prior to termination of employee.
- Employees may be promoted to the next higher position provided they are properly certified by a counselor.
- Employee may be noncompetitively converted to career-conditional status after 2 consecutive years of successful service in a permanent position, based upon supervisor's recommendation.

* Most Federal agencies have previously executed agreements with OPM on behalf of their components. These agreements are on file with the Office of Affirmative Employment Programs in OPM's central office.

SCHEDULE A
Section 213.3102 (u)

Severely Physically Handicapped Persons

CRITERIA FOR EVALUATION

I. Severe Physical Impairment

- Relatively permanent.
- Seldom fully correctable by medical treatment, therapy, surgery, or replacement.
- Can be visible or invisible (i.e., epilepsy).
- Can be a combination of disabilities.
- Relates to specific position and its job tasks.

II. Additional Factors for Consideration

- Competitive examining mechanism reflect person's true ability?
- Restructuring of tasks, site modification, or use of special equipment.
- Work history which reveals a pattern of unemployment or underemployment due to employer reservations about disability.
- Person disabled as an adult who is unable to secure employment because:
 - (1) past work experience and training is incompatible with disability, or
 - (2) attitudinal barriers preclude employment even though job is suitable for persons with disabilities.

III. Processing Appointments

- Direct Appointment
 - Must be certified to a specific position by a state vocational rehabilitation counselor or by the VA (counseling psychologist).

- Counselor works with agency on establishing requirements for job and whether modifications are needed to job duties or environment, and on reviewing requirements for job (positive educational requirements cannot be waived).
- Counselor submits certification and narrative which outlines:
 - ability of person to do job based on training, education, and previous job performance;
 - limitations that would affect work;
 - recommendations for job restructuring or work site modifications; and
 - additional job-related information that would be useful.
- Medical report required which gives accurate description of applicant's functional limitations (must be signed by physician).
- Position Description.
- Standard Form SF-171.
- Trial Appointment
 - Agency may use certification by state VR Counselor or VA counselor; or
 - Agency may apply X-118 standards (which may require written test).
 - Medical report (as described above).
 - SF-171 required.
 - Position description required.
 - Agency may convert applicant to permanent Schedule A, 213.3102 (u) appointment as soon as satisfactory job performance is established.

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IV. Factors to Remember

- Applicant must meet positive education requirements whenever required by X-118. (See FPM 933, SI-3).
- All medical documentation and related information must be treated as confidential, kept in locked files apart from personnel folder, and destroyed per GSA requirements for disposal of medical information.
- Employee may be noncompetitively converted to career-conditional status upon completion of 2 consecutive years of satisfactory performance in a permanent position. No time served in temporary positions counts.

SCHEDULE B

Section 213.3102 (k)
Mentally Restored Persons

I. Eligibility for Appointment

- Must have history of interruption in work of 30 days or more due to hospitalization or intensive therapeutic treatment for serious emotional problems, or be currently unemployed due to these factors.
- Treatment must have been within previous 2 years.
- Persons without work history must demonstrate that education or training was interrupted or terminated due to mental illness requiring extensive treatment or hospitalization.

II. Criteria for Appointment

- Must be certified by a state VR counselor or VA counseling psychologist.
 - Certification states that, "Person is capable of functioning in a specific position."
 - Documentation also includes a statement by a psychiatrist or psychologist as to person's capability to function in a work setting.
- Must meet minimum qualifications (including written test, if required).

III. Facts to Remember

- Appointment has a 2-year limit (including any time served under 700-hour trial appointment).
- Applicant must be reached competitively, upon completion of a 2-year appointment, in order to continue in Federal employment.
- Appointment requires prior approval by an OPM Regional Office or by OPM's government-wide Selective Placement Programs Office in Washington, D.C.

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- Persons appointed under this authority may be reappointed for an additional 2-year appointment provided there is a break in service of at least 90 days as a result of mental illness, which is certified as resulting in the inability of the individual to work.

Each appointment shall be limited to 2 years.

- All medical information including certification shall be treated as confidential, locked in separate files, and destroyed per GSA requirements for disposal of medical information.

EXCEPTED APPOINTING AUTHORITY
FOR
DISABLED VETERANS

I. Eligibility

- Veterans with Notice of Compensable Disability of 30 percent or more from the VA dated within the preceding year.
- Veterans with Notice of Retirement or Discharge from active military service with a disability rating of 30 percent dated any time.

II. Features

- Agency may use any temporary appointment other than less than 60 days.
- Subsequent to initial appointment can be noncompetitively converted to the competitive service at anytime.
- May be used at any appropriate grade level.

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PROGRAMS DESIGNED FOR PERSONS WITH DISABILITIES

VETERANS WORK/TRAINING PROGRAMS

I. PLAN 1

- Provides on-the-job training for employees who are veterans including both non-service connected disabilities and service connected disabilities.
- Requires written agreement between VA and host agency.
- Length of training determined by VA and host agency.

II. PLAN II

- Preparatory training/unpaid work experience for disabled veterans only who are not government employees.
- Only service connected disabled veterans eligible.
 - Written agreement with VA and host agency.
 - May lead to noncompetitive conversion into competitive service.

III. UNPAID WORK EXPERIENCE PROGRAMS

A. Eligibility

- Disabled veterans who are clients of state vocational rehabilitation agencies.
- Clients of state vocational rehabilitation agencies who are not disabled veterans.

B. Features

- Duties and/or training outlined in agreement along with hours.
- Permanent paid position cannot be guaranteed.
- Participants are covered under workmen's compensation.

AUTHORITIES MODIFIED FOR USE BY
PERSONS WITH DISABILITIES

I. SCHEDULE A. SECTION 213.3102 (v)

A. Summer Aid Program

- Economic need waived for mentally retarded or severely physically handicapped youth.
- Certification by state vocational rehabilitation counselor required for mentally retarded applicants.
- Verification of severe physical disability required for physically impaired youth.
- All other requirements must be met.
- No ceiling slots charged against agency.

II. SCHEDULE A. SECTION 213.3102 (w)

B. Stay-in-School Program

- Economic need waived for mentally retarded and severely physically handicapped youth.
- Certification by state vocational rehabilitation counselor required for mentally retarded persons.
- Verification of severe physical disability required for physically impaired persons.
- All other requirements must be met.
- Persons appointed under this authority are not charged to regular personnel ceiling but are subject to agency's special allotment.

CASE FILE

Schedule A, Section 213.3102 (u)

1. A COPY OF THE POSITION DESCRIPTION.
2. APPLICATION FOR FEDERAL EMPLOYMENT (SF-171).
3. A REPORT OF A MEDICAL EXAMINATION.
4. A STATEMENT EXPLAINING HOW THE SPECIFIC POSITION AND WORK ENVIRONMENT ACCOMMODATE THE PARTICULAR DISABILITY OF THE PROPOSED APPOINTEE.
5. ONE OF THE FOLLOWING:
 - A. IF THE PERSON SERVED ON A TEMPORARY TRIAL APPOINTMENT:
 - (1) A statement that the person entered the position under a temporary trial appointment in a period within 12 months immediately preceding the recommendation for conversion to the excepted appointment.
 - (2) A statement of how eligibility was determined for the trial appointment, and
 - (a) A copy of the VA or state vocational rehabilitation counselor's certification, or
 - (b) A citation of the qualification standard applied.
 - B. IF THE APPOINTEE DID NOT SERVE ON A TEMPORARY TRIAL APPOINTMENT, A COPY OF THE VA OR STATE VOCATIONAL REHABILITATION CERTIFICATION AND ALL SUPPORTING DOCUMENTS.
6. A JUSTIFICATION OF APPROVAL OR DISAPPROVAL.

AFFIRMATIVE ACTION ITEMS FOR ALL PERSONS WITH DISABILITIES - PART A

CATEGORY: Employment and Advancement Strategies

OBJECTIVE: Increase representation and advancement rate of persons with disabilities.

Significant Action Steps:	Responsible Officials
1. All Departments are to emphasize employment of persons with specified severe disabilities.	Equal Employment Opportunity Officer (EEOO)/ Deputy EEO Officer (DEEOO)/Department Heads/EEO Committee Advisory Group (EEOAG)/ Supervisors/Managers
2. Take specific activity-wide recruitment and employment actions to ensure that work-force representation goals for individuals with targeted disabilities are attained. Establish a goal to hire disabled workers.	EEOO/DEEOO/Department Heads/Supervisors/Managers/EEOAG/Persons with Disabilities Program Manager (PWDPM) Selective Placement Coordinator (SPC)
3. Define role and responsibilities of EEO Office Staff and Human Resource Office staff in joint discussions.	DEEOO/Director, Secretariat/Headquarters Human Resource Office (S/HHRO)
4. Establish formal position for Persons with Disabilities Program Manager (PWDPM) to formulate specific plans and assist in coordination of selective placement program for persons with disabilities.	Deputy EEO Officer
5. Distribute information to selecting officials, supervisors, and managers describing special appointment authorities for persons with disabilities.	Persons with Disabilities Program Manager (PWDPM) /Selective Placement Coordinator (SPC)

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AFFIRMATIVE ACTION ITEMS FOR ALL PERSONS WITH DISABILITIES - PART A

CATEGORY: Employment and Advancement Strategies

OBJECTIVE: Increase representation and advancement rate of persons with disabilities.

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| 6. Be sure that job descriptions contain physical/mental restrictions, only if imperative to perform duties as new jobs are designed and as jobs vacated. | Supervisors/Managers/
PWDPM/SPC |
| 7. Provide job opportunity information on special programs such as Upward Mobility, fellowship programs, and educational development training to persons with disabilities. | Supervisors/Managers/
PWDPM/SPC/Training
Director |
| 8. Solicit input from persons with disabilities on methods to improve their status. Encourage them to seek higher level positions. Serve as a mentor. | Supervisors/Managers/
PWDPM |
| 9. Assist with development of an Individual Development Plan for a person with a disability and keep track of his/her progress. | Supervisors/Managers/
Training Director/
PWDPM/SPC |
| 10. Restructure jobs to implement the Upward Mobility Program and request that the Human Resource Office include SF-171's from persons with disabilities. | Supervisors/Managers |
| 11. Identify persons with disabilities with underutilized skills for possible placement in positions where their skills can be used. | Supervisors/Managers/
PWDPM/SPC |
| 12. Ensure that the Selective Placement Program for disabled persons is monitored on a regular basis. | PWDPM/SPC |

AFFIRMATIVE ACTION ITEMS FOR ALL PERSONS WITH DISABILITIES - PART A

CATEGORY: Employment and Advancement Strategies

OBJECTIVE: Increase representation and advancement rate of persons with disabilities.

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| 13. Establish a talent bank of persons with disabilities for referral to selecting officials and other agencies. | PWDM/SPC |
| 14. Establish liaison with national and local rehabilitation agencies and organizations that focus on persons with disabilities. | PWDPM/SPC/EEOAG/Supervisors/
Managers/Training
Director/Disabled
Employees Committee |
| 15. Ensure that persons with disabilities are mainstreamed in as a protected class on an equal basis with minorities and women. | PWDPM/SPC/Department
Heads/EEOAG/Supervisors/
Managers |
| 16. Advocate and make recommendations to improve Employment techniques. | Department Heads/
EEOAG/Supervisors/
Managers |
| 17. Establish a tracking system to ensure that persons with disabilities are included in ongoing recruitment efforts. | PWDPM/SPC |
| 18. Ensure that vacancy announcements are distributed to high schools, colleges and universities known for students with disabilities. | PWDPM/SPC |
| 19. Develop improved standard operating procedures for and recruitment, placement training of newly assigned persons with Disabilities and disabled Veterans. | PWDPM/SPC/Training Director |

AFFIRMATIVE ACTION ITEMS FOR ALL PERSONS WITH DISABILITIES - PART A

CATEGORY: Training for Program Officials and Supervisory Personnel

OBJECTIVE: Ensure that program officials and supervisory person-
 personnel develop a high level of awareness of issues,
 policies, and regulations concerning persons with
 disabilities

Significant Action Steps:	Responsible Officials
1. Establish a requirement that training on issues, policies, and regulations concerning persons with disabilities be an integral part of mandatory EEO training for supervisors and managers.	EEEO/Department Heads/ Director of Administration
2. Plan programs and special events that foster affirmative attitudes toward persons with disabilities.	PWDPM/SPC/Training Director/ Supervisor/ Managers
3. Conduct or offer special training seminars to explain job/environment modifications to accommodate individuals and group abilities and disabilities.	Training Director/ PWDPM/SPC
4. Request training for all levels of personnel to develop an awareness of issues and problems faced by disabled employees.	Supervisors/Managers/ PWDPM/SPC/Training Director
5. Ensure that EEO program officials and supervisory personnel attend job fairs and other events that address hiring and placement of persons with disabilities.	DEEOO/S/HHRO/Department Heads/Director of Administration
6. Ensure that program officials attend training conferences annually to receive guidance on Regulations and policies established by the Department of the Navy, Equal Employment Opportunity Commission, and the Office of Personnel Management.	EEEO/DEEOO/S/HHRO/ Training Director

AFFIRMATIVE ACTION ITEMS FOR ALL PERSONS WITH DISABILITIES - PART A

CATEGORY: Training for Program Officials and Supervisory Personnel

OBJECTIVE: Ensure that program officials and supervisory personnel develop a high level of awareness of issues, policies, and regulations concerning persons with disabilities

Significant Action Steps:

Responsible Officials

7. Make recommendations to program officials on types of training programs viewed as most beneficial to all levels of personnel.

Training Director/
Supervisors/Managers/ EEOAG

AFFIRMATIVE ACTION ITEMS FOR ALL PERSONS WITH DISABILITIES - PART A

CATEGORY: Publicity of Department of Navy Policies and Recognition of Organizational Achievements

OBJECTIVE: Stimulate attitudinal awareness to eliminate employment barriers for persons with disabilities including disabled veterans.

Significant Action Steps	Responsible Officials
1. Ensure that the EEO Officer's policy on hiring, placement, and advancement of persons with Disabilities including disabled Veterans receives wide dissemination.	DEEOO/PWDPM/Department Heads/Supervisors/ Managers
2. Give official recognition and wide publicity to supervisors, managers, and others who make outstanding contributions to the success of the program.	Department Heads/Public Affairs Officer/Director of Administration
3. Recognize the accomplishments of persons with disabilities Through established and special awards programs and publicize their achievements.	Supervisors/Managers/ Public Affairs Officer/ Director of Administration/ Disabled Employees Committee
4. Publish human interest information on achievements and contributions made by persons with disabilities.	Director of Administration/ Public Affairs Officer/Supervisors/ Managers/PWDPM
5. Publish policy on hiring interpreters for hearing impaired in the BUPERS Administrative Manual.	DEEOO/Director of Administration/ Office Services Division
6. Make suggestions for awards and incentives to promote hiring, placement and advancement of persons with disabilities.	Supervisors/Managers/ All Officials
7. Participate in and publicize programs in observance of National Disability Employment Awareness and Other programs related to employment of persons with disabilities and disabled veterans.	DEEOO/PWDPM/SPC/ Director of Administration/ Supervisors/ Managers/Public Affairs Officer/EEOAG

AFFIRMATIVE ACTION ITEMS FOR ALL PERSONS WITH DISABILITIES - PART A

CATEGORY: Program Evaluation and Report System

OBJECTIVE: Establish a system to analyze, evaluate and report
accomplishments of Command Persons with
Disabilities/Disabled Veterans Program.

Significant Action Steps:	Responsible Officials
1. Provide computerized reports to evaluate and report on extent of promotions, incidence of training, And participation of persons with disabilities and disabled veterans in formal apprentice, shop trainee, student co-operative, executive, and management development programs.	Management Information Systems Division (PERS-1655)
2. Establish implementation plan to meet DON statistical Compliance requirements.	PERS-1655
3. Review and analyze statistical reports in compliance with DON requirements.	DEEOO/PWDPM

AFFIRMATIVE ACTION ITEMS FOR ALL PERSONS WITH DISABILITIES - PART A

CATEGORY: Architectural Barriers

OBJECTIVE: Establish a program that will meet both short and long-range Federal requirements for removal of architectural barriers to persons with disabilities, including disabled veterans.

Significant Action Steps:	Responsible Official
1. Clarify funding responsibilities concerning removal of architectural barriers to the Human Resource Office.	Director of Administration/ General Services Administration (GSA)
2. Issue policy guidance to identify and remove architectural barriers to the employment office.	GSA/PERS-01/DEEOO
3. Survey facilities to identify architectural barriers to the physical and mental limitations of persons with disabilities e.g., TDD for emergency calls for hearing impaired employees, sufficient number of accessible restrooms, telephones lowered for Wheelchairs, etc.	PWDPM/SPC/PERS-01/GSA/ Supervisors and Managers/ EEOAG
4. Solicit input from persons with Disabilities. Request suggestions to eliminate undue hardships.	PWDPM/SPC/Supervisors/ Managers/EEOAG
5. Issue activity guidance to ensure the "program accessibility" or alternate servicing arrangements of the Human Resource Office to Persons with disabilities Applicants and/or employees where architectural, Transportation, or communication barriers exist.	PERS-01/GSA

AFFIRMATIVE ACTION ITEMS FOR DISABLED VETERANS - PART B

CATEGORY: Employment and Advancement Strategies

OBJECTIVE: Increase representation and advancement of disabled veterans with an emphasis on veterans who are 30 percent or more disabled.

Significant Action Steps:	Responsible Officials
1. Issue specific activity-wide recruitment and employment actions To ensure that workforce Representation goals for veterans who are 30 percent or more disabled are attained.	EEEO/DEEO/Department Heads
2. Issue activity-wide policy to require that all vacancy Announcements and listings reflect the acceptance of Applications from qualified veterans who are 30 percent or more disabled and who are not Federal employees.	DEEO/S/HHRO
3. Develop activity-wide procedures to Identify and report employment and advancement Barriers affecting disabled Veterans.	PWDPM/SPC/Supervisors/Managers
4. Ensure that vacancy announcements are provided to military and veterans National and local organizations.	PWDPM/SPC
5. Ensure that affirmative action for Disabled veterans is addressed as a Separate line item in management plans.	DEEO
6. Ensure that selecting officials are aware of special noncompetitive Hiring authorities for 30 percent or more disabled veterans.	PWDPM/SPC
7. Maintain contacts with veterans organizations, such as Veterans Employment Service of the Department of Labor, private veterans assistance centers, the Veterans Administration, Including VA hospitals, etc.	PWDPM/SPC/Supervisors/Managers

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AFFIRMATIVE ACTION ITEMS FOR DISABLED VETERANS - PART B

CATEGORY: Training for Program Officials and Supervisory Personnel

OBJECTIVE: Promote training to focus on the Disabled Veterans
Affirmative Action Program requirements.

Significant Action Steps:

Responsible Officials

1. Ensure that supervisors, managers, and selecting officials receive training to focus specifically on issues, policies and regulations concerning disabled veterans.

DEE00/Department Heads/
Training Director

2. Incorporate into existing supervisory training the use and benefit of unpaid work experience agreements and the noncompetitive appointment authorities when employing veterans with 30 percent or more disability.

PWDPM/SPC/Training Director

3. Submit recommendations to program officials on training techniques that would increase awareness of responsibilities for hiring and advancing disabled veterans.

Supervisors/Managers/
Training Director